



CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, December 6, 2016

1. Call to Order/Roll Call

Mayor Jeannie Hefty called the meeting to order at 6:30 p.m. starting with roll call. Aldermen present: Ed Johnson, Bob Grandi, Ruth Dawidziak, Tom Vos, Jon Schultz, Tom Preusker and Todd Bauman. Excused: John Ekes

Also present: City Administrator Carina Walters, Treasurer and Budget Officer Steve DeQuaker, Director of Administrative Services Megan Watkins, City Attorney John Bjelajac, Police Chief Mark Anderson, Fire Chief Alan Babe, DPW Director James Bergles, and Building Inspector Gregory Guidry.

Student Representatives - Present: Gabriel King, Ryan Werner. Excused: None

2. Citizens Comments and Questions

There were none.

3. Approval of Minutes from November 1, 2016

A motion was made by Alderman Vos with a second by Alderman Bauman to approve the minutes from November 1, 2016. With all in favor, the motion carried to approve the minutes.

4. Topic: Motion 16-856 to consider approving a Maintenance and Operations Plan and construction documents for the Burlington Community Pool.

Jason Krapfl, of Carrico Aquatics presented the initial draft of the pool's management plan. Krapfl reviewed staffing needs, budget projections, pool comparisons, facilities amenities, fee comparisons, pool schedules, concession operations, marketing, and capital equipment replacement. Krapfl reported that expenses for the pool are estimated to be about \$168,048, with an estimation of about \$170,000 in annual revenue. Krapfl also emphasized the importance of hiring a qualified pool manager to oversee the daily operations of the pool.

Alderman Schultz inquired about marketing efforts and felt more money should be allocated to this in order to sustain viability. Krapfl replied that marketing can be done successfully with less money by putting more time and energy into using social media and word-of-mouth.

Alderman Bauman stated that the budget is very tight, especially just being based off of projections. Krapfl responded that he feels the pool will start off doing very well, however, it's important to keep the pool interesting as it ages, by adding programs, changing amenities, and updating equipment, which is why having a contingency fund is important.

Alderman Vos inquired as to who is responsible for the startup and shut down of the pool each season and who does the training to make sure it's done properly. Krapfl responded that Carrico would do the initial startup and training. Shut down of the pool would need to be determined and

if a professional company is outsourced, additional money would need to be allocated towards this. Walters stated that the plan would need to reflect these costs.

Student representative Ryan Werner, asked about the range of distance that was used to determine comparable communities. Krapfl responded that he tried to find comparable areas that he felt would draw similar numbers and avoided big cities such as Milwaukee or Racine which have their own pools. Krapfl added that attendees would more than likely be repeat customers, utilizing the pool several times per week. Mayor stated that she felt people from Waterford, Wind Lake, and Western Racine would more than likely utilize the pool.

In response to the fee structure and having resident and non-resident fees, Alderman Schultz asked how residency would be validated. Krapfl said there is software available, but that most younger children would be accompanied by an adult and should have proper id with them.

Alderman Schultz repeated his concern for residents who are paying for the pool via taxes and having to pay additional fees in order to use. Schultz felt there should be a more affordable option for residents.

Grandi reported that the Pool Board Fund is at \$690,000 and will continue to grow through investments and fundraisers.

Attorney Bjelajac stated that a discussion of the Pool Agreement would be forthcoming and would address issues, concerns, and key features.

5. **Topic: Resolution 4809(28)** to consider approving an Employee Compensation and Classification Step Plan.

Patrick Glynn of Carlson Dettmann reviewed the Executive Summary and stated that this structure would put the City of Burlington on the right path to maintaining competitiveness with other communities. Glynn also stated that the change in employee benefits would be a responsible approach to maintaining the City budget.

Alderman Schultz asked if this information had been communicated to the employees. Walters responded that a city wide meeting was held on Thursday, December 1, in which this information was communicated.

6. **Topic: Resolution 4810(29)** to consider approving the 2017 Annual Budget.

Steve DeQuaker reviewed the proposed budget for 2017. DeQuaker stated The 2017 Annual Budget accounts for all of Council's wishes as expressed during workshops related to this budget. For the General Fund, the ending fund balance is projected to be \$1,461,942 or 18.4% of total expenditures, which is lower than the usual fund balance due to needed expenditures for infrastructure projects, compensation and benefit plan adjustments and the clearing of negative fund balances in two of the three negative balance funds. DeQuaker added that the overall levy increased .989%, which is net new construction, or \$55,469. Water and Sewer revenues have been reviewed and a Sewer Rate increase is budgeted for 2017 at approximately 5.3% per the adopted Financial Management Plan. In addition, the Library will continue to be funded at \$405,500 as it has been funded in the past 4 years and the Airport is continuing to be managed effectively and operating cash positive in 2017. Other funds have been funded as required through general fund transfers and or planned borrowings, per council directives during workshops, including the Pool construction (debt will not be funded by the levy until 2018), Park Development Fund, Facade Grant Fund and Equipment Replacement Fund.

The City MIL rate for 2016 taxes paid in 2017 is projected to be \$8.95 or 17 cents per thousand lower than the 2015 MIL rate. The overall combined MIL rate is yet to be determined due to final figures from the State as well as First Dollar and Lottery Credits. The TIF Levy is projected to be just over \$4M in TIF 3 and ER TIF 1 combined and just over \$100,000 in TIF 5. The City is on target to begin the close process of TIF 3 and ER TIF 1 in 2017/2018.

7. **Topic: Ordinance 2009(5)** to consider amending Chapter 57, “Officers and Employees” in the Municipal Code.

Walters stated that there were several positions eliminated from Chapter 57 including Assistant City Engineer, Public Works Supervisor, Building Inspector, Plumbing Inspector, Electrical Inspector, and City Forester. Walters also noted that although these positions are being removed from the Code, they are not necessarily being eliminated as positions with the City - the amendment merely removes the need for Council appointment, yet allows the City Administrator to oversee employment and termination. Walters also stated that this amendment further removes the residency requirement for the City Administrator, which was eliminated with Act 10, and includes “Street Commissioner” under the title of Director of Public Works

8. **Topic: Ordinance 2010(6)** to consider repealing and recreating Chapter 315-51, “Fences” in the Municipal Code.

Gregory Guidry explained that two property owners who own corner lots, applied for variances with the Zoning Board of Appeals (ZBA) to allow for a 4-foot high fence in the street yard. Current ordinance allows for a maximum of 3-foot high. Both owners were granted variances provided they met the regulations of a vision triangle, if necessary. The ZBA further requested staff to consider amending the current fence ordinance to allow for a 4-foot height in the street yard without a variance.

Alderman Dawidziak stated this amendment was long overdue and much needed.

Alderman Schultz wanted to know the definition of a decorative fence and why they could only be 10 feet in length. Attorney Bjelajac responded he would review this further and report back with an answer.

9. **Topic: Ordinance 2011(7)** to consider repealing Chapter 142-2, “Electrical License” in the Municipal Code of the City of Burlington in its entirety.

Guidry explained that as of April 1, 2014, the State of Wisconsin, per State Statute 101.861, deemed that a municipality could no longer impose this license or certification on electrical contractors, electricians or electrical inspectors. Guidry further stated that this text amendment seeks to eliminate this requirement from the Municipal Code in its entirety to become compliant with state statutes.

10. **Topic: Ordinance 2012(8)** to consider amending Chapter 243, “Plumbing” in the Municipal Code to amend references to State of Wisconsin agencies and codes.

Guidry explained that the attached text amendment seeks to amend Ch. 243, Plumbing, of the City's municipal code in sections that reference state ordinances and is merely a housekeeping item

- 11. Topic: Ordinance 2013(9)** to consider amending Chapter 115, "Building Construction" in the Municipal Code to amend references to State of Wisconsin agencies and codes.

Guidry explained that recently, the Wisconsin Department of Commerce Division of Safety and Buildings was renamed to the Wisconsin Department of Safety and Professional Services (DSPS) and references to this department in the state statutes were amended appropriately and that the text amendment seeks to amend Ch. 115 of the City's municipal code in sections that reference DSPS ordinances.

12. Adjourn

A motion was made by Schultz with a second by Dawidziak to adjourn the meeting. With all in favor, the meeting adjourned at 8:39 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington